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OTR

OFFICE OF TRAINING REGULATION NO. 50-1

1 September 1954

SUBJECT: WEEKEND AND HOLIDAY DUTY OFFICERS

REFERENCE: CIA Regulation [REDACTED] dated 23 July 1953

RESCISSION: OTR Regulation No. 50-1, dated 30 April 1952

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1. GENERAL

This Regulation establishes a system of Weekend and Holiday Duty Officers to assist the Director of Training in carrying out his responsibilities under the referenced Regulation.

2. SELECTION OF DUTY OFFICERS

The Director of Training will establish a roster of Duty Officers on the basis of each individual's seniority of position in the Office of Training and familiarity with over-all OTR activities. This roster will be published in the OTR Notice series, and a copy made available to the CIA Watch Officer.

3. DUTIES AND RESPONSIBILITIES

a. The designated Duty Officer will act for the Director of Training on all official matters that may arise during his tour of duty.

b. The Duty Officer will be available for duty from the close of business (1700 hours) on the day preceding the weekend or holiday to 0830 hours on the day following the weekend or holiday. The Weekend Duty Officer will be on duty in Room 11, Building [REDACTED] (extension 3521) during the hours 0830 to 1230 on Saturday. Each Duty Officer will be available, by telephone, to the CIA Watch Officer at all times during his tour of duty. He will inform the Watch Officer (extension 2851) where he may be reached if other than at his residence.

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S-E-C-R-E-T

S-E-C-R-E-T

c. All Officers scheduled for duty will be responsible for performing the duty on the assigned dates. In the event the designated Officer cannot perform the duty, he will arrange for a substitution from among the Officers on the duty roster. The Chief, Administrative Staff, OTR, will be notified of all such substitutions.



MATTHEW BAIRD
Director of Training

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Distribution: All Duty Officers
CIA Watch Officer
Division, Staff, and Branch Chiefs

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